

**System Evaluation & Improvement  
Meeting Minutes for December 14, 2001  
Emergency Medical Services Authority  
1930 9<sup>th</sup> Street Sacramento, California  
10:00am – 3:00pm**

**I. Introductions**

Members Present: Steve Andriese, Bonnie Sinz, Larry Karsteadt, Lawson Stuart, Cathy Ord, Deidre Myles, Nancy Justin, Gary Hinshaw, Craig Stroup, Bob O'Brien.

Non-Member Participants Present: Miranda Swanson, Michael Frenn, Sandy Hollandsworth, Marie Harder, Tom Brennan and Andrea Zeboski.

The minutes from the last meeting were approved by consensus.

**II. Agenda**

**?? Report on November *Vision Leadership Team Meeting* (Miranda)**

1. The VLT discussed the System Standards and Guidelines and proposed a revision process at the last meeting.
2. The deadline of 2003 is not realistic for a full-scale revision. The review of the System Standards and Guidelines will now be a two-phase process (Vision-related issues and products, and the more contentious issues will be looked at after the Vision process is over.

**?? Update on Discovery Protection for QI Legislation and EMSC Grant (Bonnie)**

1. Bonnie announced that the state will not be able to sponsor legislation. Bob O'Brien expressed interest of the Cal Fire Chief's as an alternate sponsor.
2. Steve will call Barbara Pletz regarding QI Legislation to see if EMSAAC would like to co-sponsor the bill.
3. There was no news regarding the EMSC Grant. There will most likely be a response in January. If approved, the grant will assist in the implementation process (data dictionary development, training manual and to finance the training).

**?? EMSA 101 and 103 Guidelines Revision Process (Larry, Mike & Craig)**

1. The revision of the EMSA 101 and 103 Guidelines are being modified to make sure they are in accordance with the direction of each of the Vision groups.
2. Comments are due from each of the Vision groups by September of 2002.
3. At the next meeting, Larry, Mike and Craig will have an update on their progress.

**?? Report from Finance Group on Development of EMS Cost Indicators (Steve)**

1. The Finance committee stated that developing standards of the cost of indicators would basically be impossible.
2. Perhaps if there are some special studies done, cost should be a factor in those studies.

3. Steve proposed that the group eliminate the cost factor for the indicators, which was approved by the committee. Craig stated that he would like to leave “cost evaluation” in the indicator catalog in case a mechanism to measure cost was identified in the future. The committee agreed.

?? **Presentation of Proposed EMS Data Set for Internal Review** (Bonnie)

1. A draft has been developed but is not ready for constituent group review.
2. Bonnie suggested that the Data Set be mailed to the absent members for comments, presented to the VLT in February for comment. The comments will be compiled by the Data ad hoc group and be presented to Vision Group D at the April meetings, and then out to the constituent groups.
3. Steve suggested that the group send a hardcopy to the Vision leads for comments. Bonnie would like comments on the Data Set by January 28 (preferably written/e-mail). At the February 4 Data ad hoc meeting, the group will make the changes and distribute to the full Vision committee for approval at the next meeting on February 22.
4. There will be a 90-day comment period for constituent groups.

?? **Presentation on EMS Performance Indicators for Internal Review** (Craig)

1. Craig presented a draft of the EMS Performance Indicators.
2. The comments were compiled with questions from the Data ad hoc committee, the Paramedic Task Force, EMDAC and the EMSA staff.
3. Seventeen core indicators have been developed with sub-indicators.
4. Craig would like comments on the core indicators. He will e-mail the entire catalogue of indicators to the committee.
5. At the next meeting, the group should approve the indicators and present them to the constituent groups. A PowerPoint presentation with a basic outline and explanation should be created and reviewed at the February meeting to make sure the areas are covered and is appropriate for each of the constituent groups. Bonnie, Craig and Marie will work on the presentation for viewing at the February meeting.

?? **Presentation of Proposed QI Guidelines for Internal Review** (Bonnie & Craig)

1. Bonnie discussed the format and all of the components of the EMS Data Set. The four sections are – (1) organizational structure, (2) data collection, reporting and analysis, (3) evaluation of indicators, and (4) actions to improve.
2. The document is still in the developmental stages. A draft will be ready for the April meeting.
3. It will be referenced in QI regulations as a standardized approach to EMS delivery and QI for EMS.
4. The group discussed changing the terminology of “guidelines” to “model.”

?? **Approval of EMS / System Plan Appraisal Format / Approval of LEMSA Assessment Estimated Budget Document** (Steve)

1. Steve distributed the Estimated Budget Document to the group.
2. It is estimated that the entire LEMSA Assessment project will cost roughly \$114,290 annually.

3. Steve will finalize the document and will decide to send the documents over to Governance at the next meeting in February.

?? **Approval of LEMSA Assessment Document** (Steve)

1. Steve proposed a "System Organization and Management" approach to the LEMSA assessment document. A draft was distributed to the group.
2. After it has been approved by the group (at the next meeting) it will be sent to Governance and they will handle the process from there.

?? **Progress Report on State Data System Design Project** (Ed & Marie)

1. The State Data System Design Project has not been financially approved as of yet. The proposals of workable solutions from the vendors are due on January 2, 2002 and final proposals are due on January 21, 2002. There will be a vendor on-site on March 1.
2. The CEMSIS will be in place by next year at this time.

?? **Model Web-Based Data Reporting** (Ed & Marie)

1. Brian Nordberg from National EMSC Data Analysis Research Center (NEDARC) presented the Analysis Service Cube Browser, which samples the database to define dimension.
2. The web-based data reporting is a drag and drop report production tool much like the capabilities of Microsoft Excel using "pivot tables." It is a standard feature of the Microsoft SQL Server 2000 Analysis Services and, other than the standard client access licenses, is of no cost. The tool will be deployed in the statewide data system, scheduled for completion on December 31, 2002. From the customer's perspective, the only requirement is the use of Microsoft Internet Explorer v.5.5 or newer, which is available at no charge.

?? **Progress Report on the Data Collection & Reporting Guidelines** (Marie)

1. It still must be determined what kind of information will be available to providers.
2. Marie will develop a PowerPoint presentation with Bonnie to present to the constituent groups.

?? **Assignments**

1. Steve will talk with Barbara Pletz about QI Legislation.
2. Craig will send out the core indicators and the entire indicator catalogue.
3. Bonnie will send out the data set, the draft regulations and guidelines.
4. Bonnie will develop the PowerPoint presentation with Marie.
5. Steve will finalize the *State Organization & Management* document.

?? **Future Meeting Dates**

The next meeting will be held on Friday, February 22, 2002.

?? **Adjournment**

Steve Andriese adjourned the meeting at 2:00pm.